

**FRANKLIN COUNTY
DEPT OF JOB and FAMILY SERVICES
80 E. Fulton Street
Columbus, Ohio 43215**

J O B A N N O U N C E M E N T

POSITION TITLE: Administrative Officer 1 (Non-Bargaining) **PCN:** 100710
Program Development Administrator

DEPARTMENT: Development Support Services **P. R.:** N17

RESPONSIBILITIES: Under direct supervision of the Deputy Director of Development Support Services, direct and administer activities and processes related to social service programs with multiple funding sources, including: community needs assessment, program research, program development and expenditure planning procurement of services, oversight of contract management, program evaluation, expenditure monitoring and contract reconciliation. Identify consumer needs and prepares recommendations to the Deputy Director of Development Support Services for development, modification, and/or termination of programs.

Data management and analysis resulting in regular comprehensive reports for monitoring program performance and program planning. Creation of specialized ad hoc reports for the Director, Asst. Director, Deputy Director, the Commissioners' Agency executive staff and the community. Development and coordination of research and survey studies, needs assessments, focus groups, and other research to gather necessary data.

Assign and review work, evaluate staff performance, conduct corrective action conferences, make recommendations for improving staff skills and develop plans for implementing those recommendations, recommend and administer disciplinary actions, interview, recommend selection and/or discharge of staff. Direct and administer systems designed to monitor and improve the operational effectiveness in Development Support. Provide periodic staffing analysis and projection of staffing needs and staff work assignments in response to work load requirements and changing agency priorities.

Consult with and provide technical assistance to community, agency staff, consultants, and providers. Organize conferences and training seminars. Give presentations to community organizations. Attend training sessions and conferences to keep current on issues affecting the agency. Represent the Deputy Director on agency committees and on community agency boards and advisory groups.

MINIMUM QUALIFICATIONS: Completion of academic core coursework in business or public administration (or 30 months Administrative management or supervisory experience); or equivalent.

STARTING SALARY: \$26.58 per hour/120 probationary period

POSTING DATE: Friday, March 31, 2006

DEADLINE DATE TO APPLY: Thursday, April 13, 2006, at 5:00pm.

If interested, please send application/resume' to the Franklin County Human Resources Department, 373 S. High St., 25th Fl., Columbus, Ohio 43215.

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